

ADMINISTRATIVE - INTERNAL USE ONLY

2 October 1973

OFFICE OF PERSONNEL MEMORANDUM NO. 20-17-25

SUBJECT : Requests for Personnel Action -- Advance Notification  
to the Office of Finance

REFERENCE:

1. The Office of Finance has advised that in most cases the copies of Forms 1150 which it receives provide the necessary information to ensure that employees are paid properly when personnel actions affect them.

2. Therefore, the Payroll Branch/OF henceforth requires an advance copy of the Personnel Action Request, Form 1152 only in connection with the following types of personnel actions:

- 
- b. Leave Without Pay
  - c. Separations (all types)

John F. Blake  
Director of Personnel

8-73

STAT

ADMINISTRATIVE - INTERNAL USE ONLY